Overview of New UIIA Billing Payment Process Enhancement

UIIA
UNIFORM INTERMODAL
INTERCHANGE AND FACILITIES
ACCESS AGREEMENT

New Billing Payment Process Enhancement – Effective June 22, 2020

- **Manage Billing Users –** UIIA participants will be able to add specific individuals within their organization to receive notifications related to the annual UIIA service fee.

- **Manage Payment Methods –** Motor Carriers and Equipment Providers will have the ability to setup payment details that will allow future payment of their annual UIIA service fee to be paid automatically. This includes ability to enroll in auto-pay by credit card and also by ACH. This eliminates the possibility of delayed application of payments made by check that are required to go to IANA's lockbox for processing before payment can be applied to the account.

- **Confirmation of Receipt of Payment –** Many times UIIA participants may request receipt for the payments. A new feature will automatically send a paid receipt once payment has been applied to a UIIA participant's account.

Manage Billing Users

- Click on Manage Billing Users to add/delete individuals within your organization that you would like to receive the annual UIIA invoice and have the ability to update information under Manage Billing Methods under your UIIA account.

Note: The main UIIA contact will also continue to receive notice of the invoice.

Add Billing Users

- Click on Add User and enter the fields shown and then click SAVE.

- Billing Users will login by going to the Main MC or EP Login page and selecting Login as Billing User. A billing user will need to login with SCAC, User Name and Password.
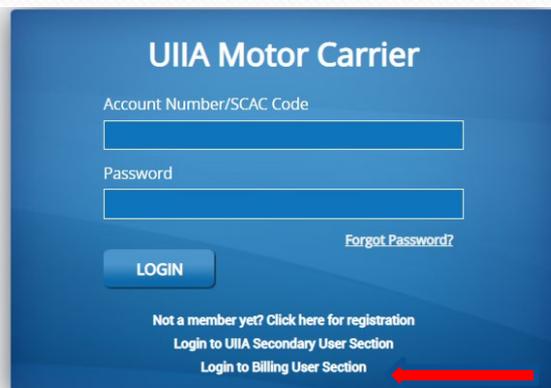
Manage Payment Methods

- UIIA participants can use the "Manage Payment Method" to setup how they wish to remit payment of future UIIA annual invoices. The options available for payment are:

  - **Credit Card or Debit Card**
  - **ACH Payment –** authorizes IANA to debit a UIIA participant's savings or checking account for the UIIA annual fee eliminating the need to send a physical check.

- Enter the payment method you prefer to use for future payments of the annual UIIA administrative service fee.

- UIIA participants can also enroll in Auto-Pay. **If the Auto-Pay option is selected, then each year at the time of the UIIA participant's renewal, IANA will automatically process payment of the UIIA invoice using the preferred method of payment set-up by the UIIA participant.**

Manage Payment Screen

1. Select "Manage Payment Methods" from the UIIA navigation bar.

2. **Select the type of payment method – Credit Card/Debit Card or ACH Payment**
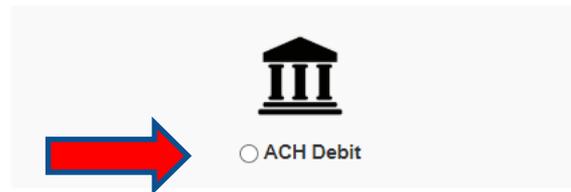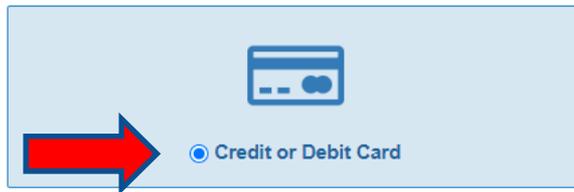
Manage Payment Screen – Credit Card/Debit Card

3. If Credit or Debit Card selected then user will be asked to enter the following information:

    a. **Billing Address**
    b. **Credit Card Details**
    c. **Auto-Pay Selection –**if user wants IANA to use this method of payment each year when their UIIA annual invoice is generated, check this box. If selected, then the preferred method of payment will be used each year automatically.

Manage Payment Screen – Credit Card/Debit Card

Billing Address

First Name *
[First Name]

Last Name *
[Last Name]

Address Line 1 *
[Address Line 1]

Address Line 2
[Address Line 2]

City *
[City]

State *
[Select]

Zip Code *
[Zip Code]

Country *
[USA]

Cards Details

Name On Card *
[Name On Card]

Card Number *
[4111 1111 1111 1111]

Expiration Date *
[MM/YYYY]

CVV *
[123]

Zip Code *
[11111]

☑ Set as default payment method

☐ Enable Auto Pay

Select Auto-Pay to have preferred method of payment used automatically to process payment of future UIIA invoices

Note: When you enroll in AutoPay, we will automatically debit the bank account, debit card, or credit card you've chosen every quarter for the total amount due for your UIIA quarterly invoices. When your invoice is generated, you will receive an email notification that includes your quarterly invoice, and confirms that your payment will automatically be paid using the payment method you previously selected. A paid receipt will be sent via e-mail if the AutoPay option is enabled once the payment has been made. Also, your payment method will be encrypted and securely stored in Braintree's Vault.

Note: Payment information will be encrypted and securely stored in Braintree's Vault, which is IANA's third-party billing vendor. All credit card information must be entered by the MC or EP online. UIIA staff will not be able to do this for you.

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Manage Payment Screen – ACH Payment

If ACH Payment is selected then user will be asked to provide the following information:

- Click on **"ADD NEW BANK"**.

- Enter the following information:
  - Billing Address
  - Bank Details – banking account number, routing number, type of account

- **Auto-Pay** – if user wants IANA to use this method of payment each year when their UIIA annual invoice is generated, check this box. If selected, then the preferred method of payment will be used each year automatically.

Manage Payment Screen – ACH Payment

Billing Address

Ownership Type *
◉ Personal ○ Business

First Name *

Last Name *

Address Line 1 *

Address Line 2

City *

State *

Zip Code *

Country *
USA

Bank Details

Bank Account Number *

Routing Number *

Account Type *
Savings

☑ Set as default payment method

☐ Enable Auto Pay

Select Auto-Pay to have preferred method of payment used automatically to process payment of future UIIA invoices

Note: Payment information will be encrypted and securely stored in Braintree's Vault, which is IANA's third-party billing vendor. All ACH information must be entered by the MC or EP online. UIIA staff will not be able to do this for you.

UIIA Invoices Screen

Select "UIIA Invoices" from the UIIA navigation bar to access your company's annual UIIA invoices.

UIIA Invoices Screen

Clicking on UIIA Invoices – takes user to screen below showing open and past invoices: Click on Invoice Number to view the invoice.

Payment Details

Note: Click on Invoice Number to see details on an invoice.
Invoices shaded in red signify written off adjustment has been made to account.

Invoice No.	Invoice Date	Invoice Amount	Invoice Status	Paid Amount	Payment Date	Actions
303133	2020-01-12	735.00	OPEN	91.00	2020-05-04	⬇ Download Invoice $ Pay Now

Close

Selections Available –

1. Download Invoice
2. Pay Now
3. Print Receipt – only available if the invoice has been paid.

UIIA Invoices Screen – Pay Now Selection

When a user click on **PAY NOW** on an open invoice, if the user has not enrolled in AUTO PAY, then the Payment Method Screen will appear for the user to select how they wish to pay the invoice. Options are by Credit Card/Debit Card or ACH. User will select the payment method and then fill the applicable details depending on which payment method was selected.

Note: Once a payment method is saved on the account it will continue to show as the DEFAULT method of payment for the user's account unless changed. If User elects not to enroll in AUTO PAY, then they will be able to select the DEFAULT method to remit payment of their annual UIIA invoice, however they will need to log into their UIIA account to do so.